

Risk Assessment: Running Forever Running Club

Date:	Assessed by:	Location :	Review :
16/9/24	Peter Hall	Multiple	31/12/24

What are the Hazards?	Who might be harmed and how?	What are you already doing?	Risk Rating	What else can you do to control this risk?	Resultant Risk Rating	Action by whom	Target date	Complete
GROUP RUNNING HAZARDS	Multiple possibilities (see detail below)	<ul style="list-style-type: none"> Code of Conduct Group Running Guidelines EA Public Liability Insurance Next of Kin information readily available through Run Together app Booking system ensures club knows who is running and everyone is covered by Public Liability Insurance 		<ul style="list-style-type: none"> H&S Policy approved Risk Assessment agreed 		C'tee	6/4/22	Yes
				<ul style="list-style-type: none"> Periodically review policy documents for accuracy 		Peter	1/1/23	Yes
				<ul style="list-style-type: none"> Periodically remind members to read policy documents 		Peter	1/1/23	
				<ul style="list-style-type: none"> Encourage group leaders to get LiRF qualification 		Peter	14/4/22	Yes
				<ul style="list-style-type: none"> Committee phone numbers for group leaders to call in event of an emergency 		Peter	14/4/22	Yes
Trip/Slip hazards	Injury to runner	<ul style="list-style-type: none"> Trail group leaders carry first aid kit Group leaders carry mobile phone 		<ul style="list-style-type: none"> Incident procedures need formalising Policies need communicating First Aid training for group leaders as part of LiRF All in group leaders guidance 		Peter	14/4/22	Yes

		<ul style="list-style-type: none"> Group leaders know who to call (e.g. 999, first aider, emergency contact) 					
Bad weather hazards (Met Office weather warning)	Injury to runners	<ul style="list-style-type: none"> Club captain assess' risk and if necessary cancels club session (mandatory in case of red warning) 		<ul style="list-style-type: none"> Procedure to be formalised as part of group leaders guidance 	Peter	6/4/22	Yes
Trail runners wearing inappropriate shoes/kit for conditions	Incapacity of runner in remote location	<ul style="list-style-type: none"> Group leader checks kit prior to run 		<ul style="list-style-type: none"> Guidance for group leaders to be written 	Peter	6/4/22	Yes
Collision with member of public	Injury to runner or member of public	<ul style="list-style-type: none"> Group leaders/runners shout warnings 		<ul style="list-style-type: none"> 			
Collision with motor vehicle	Injury to runner	<ul style="list-style-type: none"> Group leaders ensure runners stick to pavements when available or keep to left Runners wear hi-viz at dusk/at night Runners meet in safe location in car parks 		<ul style="list-style-type: none"> Spare Hi-viz available if forgotten by member Enforce meeting location at Belvedere Road 	Simon R C'tee	9/2/22 Weekly	Yes
Too many runners in group for group leader to control	Group running rules not enforced leading to accidents	<ul style="list-style-type: none"> Booking System ensures groups limited to 15 runners 		<ul style="list-style-type: none"> 			
Runner left behind and lost	Harm to runner	<ul style="list-style-type: none"> Looping rules enforced by group leaders 		<ul style="list-style-type: none"> Guidance for group leaders to be written 	Peter	6/4/22	Yes
Runner has virus infection	Other runners in group are infected	<ul style="list-style-type: none"> Group running guidelines reinforce need not to run when ill 		<ul style="list-style-type: none"> 			

Incorrect advice given to runners	Injury	<ul style="list-style-type: none"> Coaching only carried out by or under supervision by CiRF qualified members 		<ul style="list-style-type: none"> 				
Vulnerable adult not sufficiently cared for	Harm to vulnerable adult	<ul style="list-style-type: none"> Welfare Statement Trained Welfare Officers 		<ul style="list-style-type: none"> Safeguarding Code of Conduct to be reviewed 	Dave	31/7/22	Yes	
TRACK								
Objects/leaves/lighting etc	Participants/Coach	Coach to check the track prior to session. Warm up lap performed for this purpose. Excess leaves to be swept, objects cleared. Ensure hurdlers from TAC are in dedicated lanes and RFRC runners stick to lanes 1 and 2. No equipment used. Footballs thrown back onto football pitch. Track is lit during winter months.						
Parking tickets/lighting	Participants/Coach	Make sure participants know that they have to pay to park! Carpark is well lit during sessions						
Participants urinating around track area	All	Coach to ensure that this does not happen. Use of TAC clubhouse when open.						
Rain/sun/ice	Participants	Coach to check weather and decide if session should take place. Discussion with participants. Alternative session if required.						
Collisions with footballers	All	Coach to monitor the corner exit especially around footballers						

entering and leaving		finish times. Coach to ensure TAC runners are using lanes 3-6 and informing the TAC coach if this is not happening. Participants to be made aware of potential hazards. Participants to remain in lanes 1 and 2, overtaking in lane 2.					
Sprains, strains and falls	Participants	Coach to advise participants not to continue if injured by activity or prior to session. Coach to have First Aid kit available. Defib in college and TAC clubhouse.					
Dehydration/lack of energy	Participants	Participants to bring their own drink and eat prior to session. Water tap available outside TAC clubhouse					
Over-exertion	Participants	Coach to monitor participants for signs of tiredness. Participants to know when to stop.					
Sessions too tough/easy	Participants	Coach to be adequately qualified for session. Sessions to be differentiated for all abilities. Coach not to 'push' participants beyond their individual capabilities.					
CLUB RACES							

Race Director does not follow obtain or follow permit conditions	Risk to club reputation	<ul style="list-style-type: none"> Race Directors responsible to and regularly report to the club committee 		<ul style="list-style-type: none"> 				
Loss/damage to club property	Financial exposure	<ul style="list-style-type: none"> Inventories made and checked before/after races 		<ul style="list-style-type: none"> Inventory Audit after Humdinger 		Sandra	31/7/22	Yes
Expenditure not monitored	Race makes loss	<ul style="list-style-type: none"> Race budgets to be prepared and expenditure monitored against them 						
Insufficient runners sign up	Race makes loss	<ul style="list-style-type: none"> Sufficient advertising 		<ul style="list-style-type: none"> 				
FINANCE & PURCHASING								
Accounts not regularly monitored	Club has insufficient funds for unforeseen situations	<ul style="list-style-type: none"> Treasurer prepares regular reports for committee 		<ul style="list-style-type: none"> Finance procedures need to be written 		Michelle	31/7/22	Yes
Purchases made without sufficient checking or authorisation	Financial exposure	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> Purchasing procedures need to be written 		Michelle	31/7/22	Yes
GDPR								
Personal information leaks	Information Commissioner investigation leading to fines	<ul style="list-style-type: none"> Privacy Policy Membership records moved to EA 		<ul style="list-style-type: none"> Existing records need to be reviewed and deleted according to privacy policy Membership procedures to be documented 	Peter	31/12/22	Yes	
					Peter	31/12/22	Yes	
		<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 				

NB Copy and paste rows as required